

**ORGANIZATION and ACTIVITIES
of the
CAREER SERVICE COMMITTEE**

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of the

CAREER SERVICE COMMITTEE

1. The Career Service Committee was appointed by the DCI in September 1951 with the following membership:

25X1A9a	[REDACTED]	Assistant Director (Personnel), Chairman
	Colonel Matthew Baird,	Director of Training
	Mr. Sherman Kent,	Assistant Director, ONE
25X1A9a	[REDACTED]	Deputy Assistant Director, OSC

25X1A9a [REDACTED] was appointed Executive Secretary to the Committee. Mr. Walter Reid Wolf, Deputy Director (Administration), became Chairman of the Committee when the resignation of [REDACTED] became effective in April. Mr. Sherman Kent was unable to continue as an active member of the Committee and his place was taken in January by Mr. Kingman Douglass, Assistant Director for the Office of Current Intelligence.

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2. [REDACTED]

[REDACTED], was engaged as Consultant to the Career Service Committee. [REDACTED] who has been concerned with the Executive Development Program of the [REDACTED] since the war, advised the Committee and the Working Groups on similar problems and on the solutions to them that have been reached in industry. Also, he has served as a channel through which data on industrial career and development programs has been acquired by CIA.

3. Among the many persons with whom the Committee conferred, or whose

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basis. The Executive Secretary of the Committee took part in a conference of the American Management Association on Executive Inventory and Development.

4. Eight Working Groups, SELECTION CRITERIA, EMPLOYEE RATING, CAREER BENEFITS, TRAINEES, EXTENSION TRAINING, ROTATION, PERSONNEL DEVELOPMENT PROGRAM and HONOR AWARDS have completed their studies and made their final reports. More than sixty key executives of the Agency have taken an active part in the activities of these Working Groups in the development and planning of the Career Service Program during the past nine months. Each group

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consisted of from six to eight persons of Division or Staff Chief or Deputy Assistant Director caliber. Office membership on the Working Groups was determined by primary interest in the subject matter. The Working Groups were charged with effecting solutions to the assigned problems from an Agency-wide point of view. At the same time, each Working Group was directed to satisfy the requirements and harmonize the interests of the various Offices represented and to insure that the interest of Offices not represented were considered. The degree of unanimity that prevailed and the spirit of cooperation that was evinced in attempting to establish a workable plan in the interest of the Agency as a whole would augur well for the success of the Program.

5. Meetings of the Committee and its Working Groups for which agenda, minutes and records are available are as follows:

Career Service Committee	Sept. 1951 - June 1952	28
Working Group on:		
Selection Criteria	Oct. 1951 - Jan. 1952	13
Employee Rating	Oct. 1951 - Jan. 1952	17
Career Benefits	Oct. 1951 - Apr. 1952	20
Trainees	Oct. 1951 - Apr. 1952	18
Extension Training	Oct. 1951 - Jan. 1952	12
Rotation	Oct. 1951 - Apr. 1952	16
Personnel Development Program	Jan. 1952 - Apr. 1952	10
Honor Awards	May 1952 - Jun. 1952	4
Special Meetings		3
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	Total Meetings	141

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